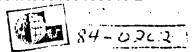
R	OUTIN	G AND	RECOR	D SHEET				
SUBJECT: (Optional)				The second secon				
FY 1986 Standard Support Re	quiremen	nts						
Information and Management			EXTENSION	NO. OL 4021-84				
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TO: (Officer designation, room number, and building)	DATE		OFFICER'S	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)				
<u> </u>	RECEIVED	FORWARDED		,				
1. C∠B&F				The attached from the EO/DDA				
<sup>2.</sup> C/SS				is self-explanatory. We request you:				
3. C/P&TS				(1) Review the DA 1985 Program Standard Support Requirement document to ensure it remains realistic  (2) Provide this staff with changes, to include those requested in paragraph 3, so we can consolidate and submit a single response for the entire office. Your response by COB, 7 February 1984, would be appreciated. Please call				
4. C/PMS								
5. C/LSD								
6. C/P&PD								
7. C/PD				STA				
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FORM 610 USE PREVIOUS EDITIONS

Sanitized Copy Approved for Release 2010/11/12: CIA-RDP87-00031R00010010010-2 ROUTING AND TRANSMITTAL SLIP (Name, office symbol, room number, building, Agency/Post) Initia Note and Return File Action Per Conversation For Clearance Approval Prepare Reply For Correction As Requested See Me For Your Information Circulate Signature Investigate Comment Justify Coordination REMARKS DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions Room No.-Bidg. FROM: (Name, org. symbol, Agency/Post) Phone No. OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.206 5041-102

★ GPO : 1981 0 - 361-529 (148)



19 JAN 1984

MEMORALIDUM	FOR:	Director	of	Communications
				Data Processing
			- 6	minaman

Director of Finance

Director of Information Services

Director of Logistics

Director of Medical Services

Director of Personnel Director of Security

Director of Training and Education

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Executive Officer to the DDA

SUBJECT:

FY 1936 Standard Support Requirements

REFERENCE:

DA 1935 Program Standard Support Requirements

- 1. We have been advised by the Office of the Comptroller that the concept of applying Standard Support Requirements (SSRs) to all new Agency initiatives will be used again in FY 1986. While this will be the third year of utilizing the SSRs, we feel some minor adjustments to the formulas and/or factors are required. Although the basic concept has been accepted by all of our reviewers, both internal and external, justification of the amounts of requested resources will always be subject to scrutiny. We, therefore, request that each office review their methodology and resource needs with the thought of being able to justify the SSRs to various reviewers.
- 2. To simplify this process, we request that you make a copy of the applicable pages of the 1985 Program SSR booklet and make only "pen and ink" changes. Any substantial changes should be typed with a footnote comment providing the justification for the change. This also includes large revisions in resource requests. The DDA/MS will revise the personnel service amounts if appropriate.
- 3. During the SSR process in FY 85, it was found that most new initiatives failed to provide clear information about the number of additional contracts that they would produce. Consequently, this section of the booklet was not applied. Therefore, the contractual services section (see pages 23-25 of reference) must be revised to tie resource needs to substantial increases in contractual service funds only—and not to the number of additional contracts.
- 4. We feel that the Agency cannot expect further large increases in manpower in FY 1936. We, therefore, caution each office to pay

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particular attention to those other nonpersonnel-related factors that would provide you needed resources to continue the same services if additional nonpersonnel funds were received in other components' initiatives. As an example, more external research may not result in an increase of personnel, but could increase the processing and paying of more invoices.
5. We expect relatively few changes this year to the SSR booklet and hope that in future years, only the resources requested and not the methodology will change. Please forward your revisions as soon as completed, so that we can start on various parts of the SSR booklet, but not later than 10 February 1984. If you have any questions or need further guidance, please contact green) for assistance.

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## SECRET

## DIRECTORATE OF ADMINISTRATION 1985 PROGRAM

STANDARD SUPPORT REQUIREMENTS

## SECRET

